



# DICKINSON CONSERVATION DISTRICT

## POSITION: EXECUTIVE DIRECTOR

### OVERVIEW

The Dickinson Conservation District was founded in 1948 with the goal of assisting landowners in sustainable natural resource management. Since its founding, the Dickinson Conservation District has stayed true to its mission, “*Promoting Responsible Natural Resource Management*,” and has made a significant impact through community engagement and on-the-ground management. Currently, the Dickinson Conservation District is pursuing grant funding to address local resource concerns and expanding community partnership opportunities.

Learn more at [www.dickinsoncd.org](http://www.dickinsoncd.org).

The Dickinson Conservation District seeks a dynamic and experienced executive to provide visionary leadership and strategic direction for the organization, ensuring that all operations align with the mission and goals. The ideal candidate will be a dynamic leader with a strong background in business development, operations management, and senior leadership. We aim to identify a candidate who can bring the work of the organization to life in powerful and innovative ways.

### RESPONSIBILITIES

#### Leadership

- Ignite and kindle the passion for our mission with all organization stakeholders - staff, board, volunteers, donors - propelling them to invite people to join in our work.
- Build a real sense of belonging for those involved with our organization, ensuring that our ecosystem is diverse, equitable and inclusive
- Communicate clearly and transparently about our mission and organizational operations
- Empower the team and community to pursue innovative solutions

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420 N Hooper St., Kingsford, MI 49802  
906-774-1550

[dickinsoncd@macd.org](mailto:dickinsoncd@macd.org)  
[www.dickinsoncd.org](http://www.dickinsoncd.org)

The Dickinson Conservation District is an equal opportunity employer and will not discriminate against an individual with respect to employment, compensation, term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex, sexual preference, height, weight, disability, genetic information, marital status or other legally protected status.



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### Board Partnership

- Build, cultivate and nurture a true partnership with the Board of Directors built on mutual respect and trust
- Provide the Board of Directors with the resources, information and training necessary to fulfill their duties and to be organizational ambassadors
- Actively engage with the current Board to help identify prospective board members who bring the skills, attributes and lived experience necessary for the board to be the best partner it can be.

### Vision and Strategy

- In partnership with the board and staff, align the organization around a compelling vision for the future
- Ensure that mission and core values are upheld to provide the organization with a compass to guide us toward our vision
- Develop goals, strategies and tactics in the form of annual plans as a key roadmap that introduces an accountability component to the strategy we develop

### Management

- Build, lead and retain an effective and diverse staff team dedicated to the mission and with the requisite skills to be successful in their work
- Establish effective decision making at all levels to ensure that voices are heard and that short and long term goals are met
- Ensure the organization is resting on a fiscally sound foundation by seeking and securing additional funding for the organization

### Duties

- Oversee organizational financial responsibilities. Pursue project funding, prepare annual budgets, ensure all required legal requirements are met.
- Organize and lead meetings of the board of directors
- Oversee District-employed staff, handle personnel matters in coordination with the board of directors
- Develop annual work plan and strategic goals, ever mindful of the need to adapt to the needs of our communities

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### THE IDEAL CANDIDATE

This role is ideal for an innovative leader who is passionate about making a difference within the community while driving organizational success.

Our ideal candidate will embody the values of **community, collaboration, and passion for the environment** and bring leadership and strategic insights to the work through the following skills and characteristics:

- Deep belief in and passion for our organization's purpose
- Exudes humble confidence
- Compelling communicator and storyteller
- Keen understanding of the ability to listen, meet people where they are, and engage in meaningful dialogue with stakeholders
- Leads and manages with intention
- Culturally responsive and emotionally intelligent
- Committed to diversity, equity and inclusion
- Demonstrates compassion and empathy, especially in times of crisis
- Leads and manages with a growth mindset, open to learning and adapting
- Bring a spirit of innovation to the program work with an eye toward piloting new ideas

### PREFERRED EXPERIENCE

- Two years of experience in a leadership role within similar industry or organization
- Natural Resource experience/education
- A degree in business administration, nonprofit management, or natural resources
- Demonstrated ability to manage complex projects from inception to completion.
- Strong background in strategic planning and execution, with a focus on measurable outcomes.
- Experience in writing and administering grant funded projects

### COMPENSATION AND BENEFITS

- \$52,000-\$56,000 annually, based on experience
  - subject to funding availability
- Paid vacation
- Health insurance stipend, upon qualification
- Maternity Leave

**To Apply: Send resume to Dickinson CD Board Chair, Kurt Lehmann at [klehmann00@yahoo.com](mailto:klehmann00@yahoo.com)**

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